



Associate Governmental Program Analyst (2 positions available)

We're looking for energetic, creative, and talented employees to join our dynamic organization! Our mission is to administer and enhance energy and community service programs that result in an improved quality of life and greater self-sufficiency for low-income Californians. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The CSD strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We are located within walking distance of many restaurants and offer FREE Parking! What are you waiting for? Apply today!

Salary

\$4,600 – \$5,758

Final Filing Date

December 1, 2015

Applications postmarked after the Final Filing Date and applications submitted via e-mail will not be accepted.

Position Location

Field Operations Unit
Sacramento – Natomas Area

Position Number

016-260-5393-002

016-260-5393-007

Reference Bulletin #15-006 or #15-007 in the “Job Title” section of the State application, Std. 678

Who Should Apply

Applicants must be state employees who are currently in the Associate Governmental Program Analyst classification or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Send Application To

Department of Community Services and Development
Attn: Human Resources (#15-006/007)
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

Questions About the Job

Careers@csd.ca.gov
(916) 576-4368

Duties

Under the direction of the Staff Services Manager I of the Energy & Environmental Services Division – Field Operations Unit, the Associate Governmental Program Analyst's responsibilities include (but not limited to):

- Travel to all areas of California at least 35% of time.
- Conducts on-going monitoring and communication with assigned service providers to ensure compliance with all applicable laws, regulations, and contract requirements.
- Monitors and evaluates service provider's performance through the analysis of expenditure and performance data, Closeout Reports, procurement requests, requests for budget and/or work plan amendments/modifications, and other applicable data submitted by contractors.
- Analyze various financial documents to ensure allowability of costs.
- Prepares various written reports identifying areas of deficiency which may require Corrective Action from the CSD service provider.
- Provide training and technical assistance to service providers on CSD policies and procedures, and applicable laws through individual consultations, workshops, webinars, and/or conferences.

Desirable Qualifications

Applicants applying for this position should:

- Have good customer service and interpersonal skills.
- Have strong written and verbal communication skills.
- Have strong analytical and organizational skills.
- Have the ability to handle multiple projects simultaneously.
- Must be able to travel.

Supplemental Questionnaire

In order to be considered for the Associate Governmental Program Analyst, you must complete and submit a Supplemental Questionnaire with your State application, form std. 678. Applications received without responses to each question or without the questionnaire, will not be considered. The Supplemental Questionnaire is attached to this job bulletin.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental & physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military & veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Supplemental Questionnaire

Associate Governmental Program Analyst

Instructions: The responses to the Supplemental Questionnaire must be no more than two-pages in length and must be typed in Arial or Times New Roman 10-12 point font. Applications received without responses to each question in the Supplemental Questionnaire will not be considered. Resumes in lieu of a Supplemental Questionnaire will not be considered.

1. Describe your professional reporting writing experience, by including a brief summary of the assignment's nature, length, complexity, and any barriers and its associated solutions. What steps did you take to ensure the assignment's accuracy? How did you assess the assignment's overall success? Please include two (2) examples.
2. Briefly describe a situation in which you had to learn something new, such as a new policy or regulation. What was the situation and what steps did you take to learn something new?
3. Discuss how your education, training, experience, and competencies meet the desirable experience for this position.